REVISED 10-21-16

AGENDA

REGULAR MEETING BOARD OF COMMISSIONERS 315 WEST SECOND STREET FRANKFORT, KY 40601 502/875-8500 OCTOBER 24, 2016 5:00 P.M. (EDT)

1. INVOCATION

Rev. Harald Gitau - Salvation Army

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

August 8, 2016 Work Session; September 7, 2016 Special Work Session; September 19, 2016 Special Meeting; September 26, 2016 Regular Meeting

2. CEREMONIAL ITEMS

- 2.1 The Board of Commissioners traditionally recognizes city employees who are retiring or are being promoted. At this meeting, the following individual will be recognized:
 - Glenn A. Mathews will retire from the City Manager/HR Department after 28 years and 11 months of service.
- 3. CITIZEN COMMENTS
- 4. ORDINANCES
- **4.1 SECOND READING:** An Ordinance amending Section 52.02 (Connections; Requirements and Charges); amending Section 52.48 (Discharges; Special Requirements) and amending Section 52.99 (Penalty) of the Code of Ordinances for the City of Frankfort Sewer Department and authorize the Mayor to sign any documents associated with amending the Ordinance.

Purpose: To amend Section 52.02 (Connections; Requirements and Charges); amend Section 52.48 (Discharges; Special Requirements) and amend Section 52.99 (Penalty) of the Code of Ordinances for the City of Frankfort Sewer Department and authorize the Mayor to sign any documents associated with amending the Ordinance.

Background: The revision to Section 52.02 creates a new connection charge for Tap Permits specifically for single family residential properties that are different from the Capacity Fee the Department has historically charged for all properties prior to connection to the municipal sewer system. The new charge, \$1,000.00 for a single family dwelling on an individual lot, includes \$550 to cover the Sewer Departments cost for providing a cleanout vault and the labor to install the cleanout vault to the Sewer Departments specifications.

During the September Work Session, Ms. Terri Bradshaw, representing KCDC, provided information on tap fees for various communities in the immediate vicinity of Franklin County. The recommendation of Ms. Bradshaw was to lower the tap fee to \$1,000.00. Since the Sewer Department currently charges a capacity fee and not a tap fee, a new paragraph was added to the Ordinance to define tap fees that also expressly excludes the single family residences from having to pay a capacity fee. While reviewing the Ordinance, Section 52.02(C)(2) was revised to Section 52.02(C)(3) to account for the new first paragraph and the last sentence of that paragraph was removed for clarity.

During a review of the Ordinance to include penalties for property owners who are found to have illegal connections to the separate sanitary sewer of unpolluted water, the word ‰nowingly+ was included in Section 52.48(A)(1).

The revision to Section 52.99 adds a new penalty for property owners that have been identified as having an illegal connection into the separate sanitary sewers of unpolluted stormwater or groundwater or property owners who refuse to allow authorized representatives of the Sewer Department to enter their property for inspections. Property owners found to have these illegal connections will be eligible to participate in the Private Property Disconnection Program (currently in the final stages of development) and will be given a grace period to have the illegal connection disconnected before a penalty is assessed. Should a property owner refuse to allow an authorized representative from the Sewer Department access to their property to perform an inspection, the property owner will be assessed a monthly fee of \$75.00. Likewise, should a property owner choose not to participate in the program and refuses to remove the illegal connection, the property owner will be assessed a monthly fee of \$75.00. Once the Sewer Department is allowed access to the property to inspect for illegal connections or the illegal connection is removed, the monthly fee will be removed from that property.

Financial Analysis: The revision to Section 52.02 (C) (1) of the ordinance will decrease Sewer Department revenue to the Sewer Department by \$1,192.00 for every five-eighths-inch tap permit sold. The revision to Section 52.48 (A) (1) will have no financial impact on the Sewer Department. The addition of Section 52.99 (F) will increase Sewer Department revenue, by \$75.00 per month, based upon the number of connections found that are not removed by the property owner.

Recommendation: Approval

This Ordinance had its first reading on September 26, 2016

Attachment:

Ordinance

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director

Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

FIRST READING: An Ordinance to amend Section 93.69 of the City of Frankfort Code of Ordinances relating to fireworks so that only fireworks as defined in § 93.65(B)(1), (B)(3)(b), (D), (E), (F) and (G) and generally known as ground and hand-held sparkling devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort.

Purpose: To amend Section 93.69 of the City of Frankfort Code of Ordinances relating to fireworks so that only fireworks as defined in § 93.65(B)(1), (B)(3)(b), (D), (E), (F) and (G) and generally known as ground and hand-held sparkling devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort.

Background: The purpose of this ordinance is to amend Section 93.69 of the City of Frankfort Code of Ordinances relating to fireworks so that only fireworks as defined in § 93.65(B)(1), (B)(3)(b), (D), (E), (F) and (G) and generally known as ground and hand-held sparkling devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort. The Fire Chief requests that this amendment be passed due to the danger posed by other types of fireworks and the noise caused by the use of other types of fireworks.

Financial Analysis: The fiscal impact of this Ordinance is unknown at this time.

Recommendation: Approval

Attachment:

Ordinance

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire Department
Phone: 502/875-8556

Email: eslone@frankfort.ky.gov

4.3 FIRST READING: An Ordinance amending Section 40.22 of the City of Frankfort Code of Ordinances relating to the original appointment of individuals to the City of Frankfort Fire Department.

Purpose: To amend Section 40.22 of the City of Frankfort Code of Ordinances relating to the original appointment of individuals to the City of Frankfort Fire Department.

Background: The City is experiencing a shortage of certified paramedics in the Fire Department and there is currently a shortage of qualified paramedics needed to fill these paramedic positions. Accordingly, this ordinance provides an accelerated employment process for individuals that are already Kentucky Certified Paramedics, or Kentucky Professional Certified Firefighters holding an International Fire Service Accreditation Congress, Firefighter I and Firefighter II certificate, and meeting certain other criteria set forth in the ordinance.

Financial Analysis: No financial impact.

Recommendation: Approval

Attachment:

Ordinance

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire Department
Phone: 502/875-8556

Email: eslone@frankfort.ky.gov

4.4 FIRST READING: An Ordinance to consider a change to the Streets and Sidewalks Ordinance and create a Right-of-Way Standard regulating work in the City maintained roads and streets.

Purpose: To consider a change to the Streets and Sidewalks Ordinance and create a Right-of-Way Standard regulating work in the City maintained roads and streets.

Background: Public Works has developed a new Right-of-Way Standard to govern the use of public streets and roads owned and maintained by the City of Frankfort. The Standard spells out procedures that must be followed in order to perform work or modify the usage of the right-of-way. The Ordinance needs to be updated to reference the Standard and enact fees, propose penalties and require bonding associated with the work.

Considering there are approximately 250 to 300 street cuts performed yearly on City maintained streets and another 100 miscellaneous permitted activities it has been deemed necessary to clearly define terms and conditions for work or alternate usage of City right-of-way. The Right-of-Way Standard will give specific instructions on what activities are allowed, permit fees, bonding, pavement repair and other general conditions.

Public Works has identified a need to closely regulate the excavation of City streets to insure quality repairs are completed in a timely manner. The Right-of-Way Standard also requires a Permittee that excavates a newly paved roadway to make repairs for the entire road or lane width instead of resurfacing only the trench.

Public Works staff have extensively involved local utility companies in the development of the new Standard. Meetings were held with AT&T, FEWPB and Columbia Gas to discuss the new Standard and to receive comments and suggestions. Many of their comments were included in the final document.

Financial Analysis: The Right-of-Way Standard assigns fees to permits that were previously free of charge as well as a Pavement Repair Fee equal to the estimated cost for the City to make final pavement repairs plus a 10% overage to help cover administrative costs. The anticipated revenue cannot be estimated because past permitting numbers do not reflect the true amount of work being performed because of historic non-compliance. It is unknown if the assigned fees will cover the cost of administering the new Standard.

Recommendation: Approval

Attachment:

Ordinance

Right of Way Standards

Contact Person:

Name: Keith Parker, PE
Title: Deputy Director
Department: Public Works
Phone: 502/875-8500

Email: <u>kparker@frankfort.ky.gov</u>

4.5 FIRST READING: An Ordinance to consider a change to the Solid Waste Ordinance, effective January 1, 2017.

Purpose: To consider a change to the Solid Waste Ordinance, effective January 1, 2017.

Background: The Public Works Department has, by request of the City Commission, prepared revised language to the existing Solid Waste Ordinance (Chapter 50). Amendments include:

- 1. Sets the price to exchange a cart to \$50.
- 2. Clarifies language about exemptions
- 3. Sets the spacing at which carts are to be placed.
- 4. Clarifies language about placement of trash in someone elses container
- 5. Removes the monthly fee for collection of solid waste
- 6. Increases the cost for cleanup of non-compliant waste from \$25 to \$35.

Financial Analysis: Currently the City is billing approximately \$250,000 for solid waste services and collecting about 85% of that. About 50% of the trash containers in the City are the small carts that have no monthly charge. There is the potential that additional larger carts will need to be purchased.

Recommendation: Approval

Attachment:

Ordinance

Contact Person:

Name: Keith Parker, PE
Title: Deputy Director
Department: Public Works
Phone: 502/875-8500

Email: kparker@frankfort.ky.gov

4.6 FIRST READING: An Ordinance amending Section 37.31, Pay Plan; Classification and Compensation of the City of Frankfort Code of Ordinances.

Purpose: To amend Section 37.31(E) of the Code of Ordinances to add the Job Title of Paralegal, grade 76

Background: Consideration is being given to filling an administrative vacancy with a paralegal. The paralegal would assist with pleadings on foreclosure actions, demand letters on delinquencies, preparation of orders and ordinances, open records, and provide administrative assistance to the City Clerk and City Manager. Currently, some of these tasks are handled out of house by paralegals or attorneys. This request to add the paralegal job title to ordinance is to create an appropriate title and classification for the role.

Financial Analysis: Estimated annual savings of \$7,000.

Recommendation: Approval

Attachment:

Ordinance

Cost Analysis

Job Description

Contact Persons

Name:Kathy FieldsRobert C. MooreTitle:Human ResourcesCity SolicitorDepartment:HR/City ManagerLegalPhone:502/875-8500502/209-1218Email:Kfields@Frankfort.ky.govrmoore@stites.com

FIRST READING: An Ordinance To create and adopt Sections 94.01, 94.02, 94,03, 94.04, 94.05, 94.06 and 94.07 of the City of Frankfort Code of Ordinances relating to the creation of an Energy Project Assessment District (% PAD+).

Purpose: To create and adopt Sections 94.01, 94.02, 94,03, 94.04, 94.05, 94.06 and 94.07 of the City of Frankfort Code of Ordinances relating to the creation of an Energy Project Assessment District (%EPAD+).

Background: This Ordinance creates and adopts Sections 94.01, 94.02, 94,03, 94.04, 94.05, 94.06 and 94.07 of the City of Frankfort Code of Ordinances relating to the creation of an Energy Project Assessment District (%EPAD+), and designates the City of Frankfort as an EPAD. Based upon this designation, an owner of a commercial and industrial building in Frankfort determines the need for energy improvements in the ownercs building and also determines the cost of the improvement. The owner of the property then requests an assessment on the building equal to the cost of the improvements, and the amount of the assessment is placed on the tax bill for the property. The owner of the property also borrows funds from a financing institution in order to pay for the cost of the energy improvements. The funds gained through the assessment are then used to pay off the loan. An existing mortgage holder must consent to the EPAD project.

This Ordinance requires the City to designate a Departments or third party entity to administer the EPAD program. Property owners will submit a petition to the City identifying the owners proposed energy project. The City will review the proposal and, if approved, enter into an agreement with the property owner. The assessment is placed on the property tax bill and becomes a lien against the property when unpaid. The assessment will be lien against the property and have the same priority as a state or local ad valorem taxes. Again, the existing mortgage holder must consent to the EPAD project. The purpose of the EPAD is to lower operating costs for the business owner and provide more investment capital for the owner, with no detriment or financial liability to the City.

Financial Analysis: This Ordinance should not have a fiscal impact on the City.

Recommendation: Approval

Contact Person:

Name: Tim Zisoff

Title: Interim City Manager
Department: City Manager
Phone: 502/875-8500

Email: tizisoff@frankfort.ky.gov

4.8 FIRST READING: An Ordinance to amend the City of Frankforts Code of Ordinances. Chapter 150. by amending the Building Code permit fees and Electrical Code permit fees.

Purpose: To amend the Citys Building permit/inspection fees and Electrical permit/inspection fees to match the policy/procedure used by the Kentucky Department of Housing, Buildings, and Construction.

Background: On January 1, 2014, the States Department of Housing, Buildings and Construction (%HBC+) released a new state-wide building code and residential building code. One of the changes within the state code was that any construction requiring a building or electrical permit that was initiated prior to obtaining the building or electrical permit approval is required to pay an additional fee and or penalty to the local jurisdiction, and that the total additional fee shall not be less than \$500.00. Therefore, in June 2014, the city adopted an amendment to its local fee schedule providing for this additional fee.

Staff has recently learned that HBC and other localities waive this additional fee one time for owners with first time offenses and instead issue a warning. In September of 2016, an appeal of the Cityos order requiring an owner to pay this additional fee was granted by HBC and the fee was required to be refunded. Therefore, staff would like to amend the ordinance to reflect HBCos policy.

The fee schedule also needs to be clarified in regards to the payment of the fee within historic districts where construction has started prior to the issuance of the required permit in order to correct a confusing section.

Sections from the State Building Code:

SECTION 109 FEES

109.2 Work commencing before permit issuance. Any person who commences any work on a **building**, **structure**, **electrical**, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to penalties established in KRS Chapters 198B, 227, 227A, 234, 236 and 318. The additional fee shall be in addition to and equal to the amount of the original fee **but not less than \$500**.

SECTION R108 FEES

R108.6 Work commencing before permit issuance. Any person who commences work requiring a permit on a **building**, **structure**, **electrical**, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be in addition to the required permit fees **but not less than \$500**.

Section R104 Duties and Powers of the Building Official

R104.1 General: The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

Financial Analysis: This Ordinance should not have a fiscal impact on the City.

Recommendation: Approval

Attachment:

Ordinance

Contact Person:

Name: Gary Muller

Title: Planning and Building Codes Director

Department: Planning Phone: 502/875-8500

Email: gmuller@frankfort.ky.gov

5. ORDERS - NONE

6. RESOLUTIONS - NONE

7. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

7.1 Consider rejecting the bid for a project to repair sewer lines on Schenkel Lane for the Crestwood I&I Rehabilitation Project-Schenkel Lane Improvements and to authorize the Mayor to sign documents related to project (Sewer Department).

Purpose: To consider rejecting the bid for a project to repair sewer lines on Schenkel Lane for the Crestwood I&I Rehabilitation Project-Schenkel Lane Improvements, and to authorize the Mayor to sign documents related to project.

Background: During the Crestwood I&I Rehabilitation project, it was found that the sewer serving 3 residences at 130, 132 & 134 Schenkel Lane was collapsing and the properties were served by a combined 6+ lateral. This project replaces the existing deteriorated sewer main and installs 6+ lateral service lines for each residence.

This project was originally scheduled for bid opening on August 24th and no bids were received. The project was re-advertised and bids were opened on September 15th at 2:00 pm and the results were as follows:

Flo-Line Contracting \$197,600.00

The one bid received was well above the engineer sestimate of \$65,370.00. FSD will consider options for this project and either re-bid or add the scope to another larger project and re-bid.

Financial Analysis: Rejecting the bids has no financial impact.

Recommendation: Approval

Attachments:

Bid Tab

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director

Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

7.2 Authorization to renew a contract with Source Technologies LLC to provide odor control services for the east side of Frankfort and authorize the Mayor to sign all related documents (Sewer Department).

Purpose: The purpose of this item is to consider a renewal of a contract with Source Technologies LLC to provide odor control services for the east side of Frankfort and authorize the Mayor to sign all related documents.

Background: On March 5, 2014 the City of Frankfort entered in to a contract with Source Technologies for odor control on the east side of Frankfort. This odor control service was publically advertised and bid. The contract was approved by the City Commission on February 24, 2014. The contract was for one year of odor control with the option of four (4) one year renewals. The contract includes the leasing of odor control equipment, chemicals to control the odors, and also requires Source to perform monthly tests to verify the dosages are correct. These units are installed at three pump stations in east Frankfort and were specifically positioned to provide odor control for the majority of the system east of the Kentucky River.

Additionally, in October 2014, the City of Frankfort approved Source Technologies for odor control at the East Frankfort Pump Station. For providing the additional service, Source Technologies extended their bid prices for this additional services.

As part of this contract Source Technologies directly responds to customer complaints. This has led to a reduction in overtime for responding to odor complaints and also allowed more time during normal working hours to work on system maintenance and repair. Over the last year there has been much less odor complaints from east Frankfort and the Sewer Department is very pleased with the service and results from Source Technologies.

The contract renewal is recommended to be awarded to Source Technologies LLC for \$181,555.15 which is equal to last years fee of \$181,373.78 for east side plus 0.1% for a CPI increase for 1 additional year of service. Since these are based on estimated flows the purchase order would be not to exceed \$185,000.00.

Financial Analysis: Funding is available in account # 300.68.54335, the account from which all chemicals for the Department are purchased. The budget for this account is \$670,000 for all Department chemical purchases for the Fiscal Year, and as of August 31, \$162,700.00 has been expended and encumbered.

Recommendation: Approval

Attachments:

Contract Renewal Letter

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director

Department: Sewer

Phone 502/875-2448

Email <u>wscalf@frankfort.ky.gov</u>

7.3 Authorization to award a Professional Services Agreement to Otis Engineering, LLC for Engineering Services during design and construction and construction inspections associated with the Laurel Street Sewer Realignment project, and to authorize the Mayor to sign all related documents. (Sewer Department)

Purpose: The purpose of this item is to consider awarding a Professional Services Agreement to Otis Engineering, LLC for Engineering Services during design and construction and construction inspections associated with the Laurel Street Sewer Realignment project, and to authorize the Mayor to sign all related documents. (Sewer Department)

Background: In 2012 the Sewer Department accepted Statements of Qualification from engineering firms for prequalification into the Wet Weather Program. Upon review of the Statements of Qualification, a shortlist of 2 firms were invited to submit price proposals for the engineering and inspection services for the Laurel Street Sewer Realignment project.

This project will reroute the sanitary sewer around an existing garage at 227 Laurel Street. During the Crestwood I&I rehabilitation project, it was discovered that metal piers supporting the garage had impaled the sanitary sewer line. Due to the extensive work and expense required to remove the piers and/or relocate the garage, FSD determined that the sewer line would be realigned around the garage.

Based upon the responses, FSD recommends that the project be awarded to Otis Engineering. Otis proposes a cost of \$6,250.00 plus inspections at a rate of \$85 per hour.

Financial Analysis: Funds are available in account 300.68.54555. The budget for this account is \$9,612,500 and as of July 31 this account had \$1,054,943 expended and encumbered.

Recommendation: Approval

Attachments:

- Professional Services Agreement
- Otis Engineering Proposal

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director

Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

7.4 Approval of Amendment 2 to a Professional Services Agreement with Qk4 for Contract Administration and Construction Inspection for Phase 1 of the Benson Avenue CSO Stormwater Separation Project, and to authorize the Mayor to sign all related documents (Sewer Department)

Purpose: The purpose of this item is to approve Amendment 2 to Professional Services Agreement to Qk4 for Contract Administration and Construction Inspection for Phase 1 of the Benson Avenue CSO Stormwater Separation Project, and to authorize Mayor to sign all related documents.

In April 2012 the Sewer Department accepted Statements of Qualifications from Background: engineering firms for pregualification into the Wet Weather Program. QK4 was selected as the design engineer for the Benson Avenue Combined Sewer Overflow (CSO) Separation Project based upon pregualification ranking. This project separates the combined sewer in Phase 1 of the Bellepoint subdivision project area, eliminates the Benson pump station, and eliminates the Benson CSO #12, which discharges into Benson Creek. This project was identified in the Long Term Control Plan and eliminates the only discharge into Benson Creek, which is classified as an impaired stream.

Amendment 1 was approved by the Commission to locate between 45 and 50 service laterals in the Bellepoint neighborhood using this new flushable lateral locating technology during the design phase of the project. Accurately locating the service laterals should reduce the contractors time in the field and the total construction cost.

Amendment 2: The work covered by this amendment includes the following:

Prepare final contract and shop drawing review: \$8,600,00 Full-Time Inspection (up to 54 weeks@\$75/hour): \$80,000.00 Construction Administration: \$46,600.00 Final As-builts/ PACP CCTV submittal: \$4.610.00 TOTAL \$139,810.00

The total contract amount is summarized below:

Original Contract \$235,000.00 Amendment 1 \$26,500,00 Amendment 2 \$139,810.00 Total \$401,310.00

Amendment 2 is not to exceed \$139,810.00.

The project has been awarded a Community Development Block Grant (CDBG) in the amount of \$529,000.

Financial Analysis: Funds are available in account 300.68.54555. The budget for this account is \$9.612,500 and as of August 31 this account had \$1,054,943 expended and encumbered.

Recommendation: Approval

Attachments:

Amendment 2

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director Department: Sewer

Phone: 502/875-2448

wscalf@frankfort.ky.gov Email:

7.5 Approval of a construction contract to Advanced Paving and Construction Co., Inc., for the Benson Avenue Combined Sewer Overflow (CSO) Separation Project- Phase 1, and to authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: To award a construction contract to Advanced Paving and Construction Co., Inc., for the Benson Avenue Combined Sewer Overflow (CSO) Separation Project- Phase 1 and to authorize the Mayor to sign all documents related to the project.

Background: The Sewer Department received and publicly opened bids on September 14, 2016. FSD received 3 bids and Advanced Paving and Construction Company Inc. was the lowest qualified responsible bidder at \$1,452,600.00.

This project separates the combined sewer in Phase 1 of the Bellepoint subdivision project area, eliminates the Benson pump station, and eliminates the Benson CSO #12, which discharges into Benson Creek. This project was identified in the Long Term Control Plan and eliminates the only discharge into Benson Creek, which is classified as an impaired stream.

The project boundary is the area within Benson Avenue, Cline Street, Dabney Street and Kentucky Avenue. Work includes installation of approximately 1,026 linear feet of storm sewer and 18 storm structures; installation of 2,793 linear feet of sanitary sewer, encasing approximately 78 linear feet of sanitary sewer; installation of 19 sanitary sewer manholes; locating and reconnecting approximately 36 property service connections; installation of approximately 2,318 linear feet of 6-inch property service pipe; safe load two manholes and 2,455 linear feet of sewer; removal of 3 storm structures; reconnection of the force main from the Cityos Public Works Service Center; and decommissioning Benson Avenue Pump Station.

Financial Analysis: Funds are available in account 300.68.54555. The budget for this account is \$9,612,500 and as of August 31 this account had \$1,054,943 expended and encumbered

Recommendation: Approval

Attachments:

- Engineers Recommendation Letter
- Bid Tab

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director

Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

7.6 To approve a Contract Extension with Enviro Tech Chemical Services, Inc. to provide Peracetic Acid (PAA) for disinfection of effluent at the Wastewater Treatment Plant (WWTP) and authorize the Mayor to sign all documents associated with the contract (Sewer Department).

Purpose: Approve a Contract Extension with Enviro Tech Chemical Services, Inc. to provide Peracetic Acid (PAA) for disinfection of effluent at the Wastewater Treatment Plant (WWTP) and authorize the Mayor to sign all documents associated with the contract.

Background: During switch out of the ozone system, the Sewer Department used Peracetic Acid (PAA) as a temporary disinfectant. The Departments Kentucky Pollution Discharge Elimination System (KPDES) Permit requires that the effluent discharged by the WWTP not exceed a monthly average for E Coli of 130 colonies per 100 milliliter and the weekly average cannot exceed 240 colonies per 100 milliliter. The Department uses ozone to meet these limits but currently the ozone system is operating at a reduced capacity due to equipment limitations.

The Sewer Department opened bids on October 15, 2015 for PAA to be used for disinfection of effluent from the wastewater treatment plant and Enviro Tech Chemical Services, Inc. was the lowest bidder for PAA. Due to ongoing issues with the ozone generating system and the need to increase dosage during rain events, the Departments use of PAA has increased substantially in order to meet our permit limits for E Coli. Note that during the time we use PAA there will be significantly less liquid oxygen due to the limited ability of the generators, which will offset the increased cost of the PAA. Failure to purchase the PAA will result in permit violations during rain events.

The bids from 2015 for all vendors were as follows:

Enviro Tech Chemical Services, Inc. \$4.32 per dry pound \$4.64 per dry pound Solvay Chemicals, Inc. \$5.65 per dry pound Source Technologies, LLC \$9.96 per dry pound

The Contract Extension is for a period of one year with 3 one-year renewals remaining, subject to mutual agreement between both parties. It is estimated that the Sewer Department could use up to 25,000 gallons of PAA during the coming year for a total cost of \$154,000 at \$6.16 per gallon; however, the amount of PAA used is directly dependent upon the amount of wastewater treated at the plant and an extremely wet year or extremely dry year will also significantly impact the amount of PAA used.

Financial Analysis: The Annual Contract, in the amount of \$154,000, will cover the Departments need through the fiscal year 2015-16. Funding is available in account no. 300.68.54335. This account has \$670,000 budgeted and as of August 31 the account has \$162,700 expensed and encumbered.

Recommendation: Approval

Attachments: None

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director
Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

7.7 Consider approval of Amendment #3 to the Engineering Services Agreement with QK4 for design and construction services to replace manholes and gravity lines along US 60 at Douglas Avenue and Langford Avenue due to the intersection redesign and authorize Mayor to sign all documents related to project (Sewer Department).

Purpose: To consider approval of Amendment #3 to the Engineering Services Agreement with QK4 for design services to replace manholes and gravity lines along US 60 at Douglas Avenue and Langford Avenue due to the intersection redesign and authorize Mayor to sign all documents related to project.

Background: The Kentucky Transportation Cabinet is in the process of reconstructing the intersection of US 60 (East Main Street) and Douglas and Langford Avenues. This reconstruction interfered with existing manholes and gravity lines close to the intersection. The costs for this engineering and construction are being reimbursed by the Transportation Cabinet.

The original Professional Services Agreement called for design and surveying services through the bidding process and included a cost for resident observation. The original proposal from Qk4 had a not to exceed fee of \$52,150.00 but the Transportation Cabinet only agreed to reimburse the City for \$45,000.00 to cover engineering services through bidding; a decision had not been made by the Transportation Cabinet at that time to authorize reimbursement for resident observation or to contract directly with Qk4 for those services. The original approval by the City Commission on August 24, 2014, only covered the \$45,000.00 fee to be reimbursed by the Transportation Cabinet.

Amendment #1: This amendment covered additional services required to resolve conflicts with the proposed project in the areas of the proposed pedestrian bridge and the intersection of US 60 and Douglas Avenue.

Amendment #2: The Transportation Cabinet subsequently informed the Sewer Department of its intent to reimburse the City for resident observation and this amendment covered costs associated with resident observation on this project.

Amendment #3: This amendment is due to cost overruns from the significant amount of rock excavation that was not expected and covers the overruns for inspection and contract administration. The approval of this amendment is subject to approval and reimbursement from the Kentucky Transportation Cabinet.

All funds will be reimbursed by the Kentucky Transportation Department.

Original Contract: \$45,000.00

Amendment #1: \$22,104.79

Amendment #2: \$7,150.00

Amendment #3: \$6,972.55

Total \$81,227.34

Financial Analysis: Funds are available in account 300.68.54555. The budget for this account is \$9,612,500 and as of August 31 this account had \$1,054,943 expended and encumbered. This entire cost will be reimbursed by the Kentucky Transportation Cabinet.

Recommendation: Approval

Attachments:

Amendment #3

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

7.8 Authorize the filing of an application for 2016 Kentucky League of Cities Safety and Liability Grant funds and designating the Mayor to execute all grant documents pertaining to this application (Grants).

Purpose: To authorize the filing of an application for 2016 Kentucky League of Cities Safety and Liability Grant funds and to authorize the Mayor to execute all grant documents pertaining to this application.

Background: The Kentucky League of Cities currently has grant funds available to cities to utilize to address Safety and Liability issues. Since the City of Frankfort has only liability insurance through the League of Cities, we can only apply for items that address safety of the public or liability issues. The grant requires a 50/50 match and the city can be reimbursed for up to \$3,000.00. This year the grant can only be utilized for specific items such as sidewalk repair, replacement of playground equipment/rubber surface, vehicle back-up cameras and sewer backup equipment purchased from July 1, 2016 through November 11, 2016. The grant has rotated to different departments over the years. We will determine which expenditures meet the requirements.

Financial Analysis: The grant does require a 50/50 match and equipment was already planned for in the budget. This grant will help recoup up to \$3,000.00 for those expenses.

Recommendation: Approval

Attachment: None

Contact:

Name: Rebecca Hall

Title: Community Relations/Grants Manager

Department: City Manager **Phone:** 502/875-8500

Email: Rhall@Frankfort.ky.gov

7.9 Authorize the Mayorcs signature on the 2017 litter abatement forms through the Kentucky Natural Resources and Environmental Protection Cabinet and any related documents (Public Works).

Purpose: Authorize the Mayors signature on the 2017 litter abatement forms through the Kentucky Natural Resources and Environmental Protection Cabinet.

Background: The City of Frankfort will apply for a litter abatement grant through the Kentucky Natural Resources and Environmental Protection Cabinet. This funding is available to Citys and Countys throughout the Commonwealth to support litter clean up on public roadways. This program is funded through House Bill 174. HB 174 requires permitted solid waste landfills to collect an additional \$1.75/ton to pay for litter abatement programs and proper closures of abandon landfills. The funding level received is based upon public street miles within the City limits.

Financial Analysis: The city documents total litter abatement expenditures in 2016 based upon street miles, the City anticipates receiving approximately \$14,000.00 from the Kentucky Natural Resources Cabinet in 2017.

Recommendation: Approval

Attachments:

• Litter Abatement Funding Forms

Contact Person:

Name: Tom Bradley, P.E.

Title: Director

Department: Public Works

Phone 502/ 352-2097

Email tbradley@frankfort.ky.gov

7.10 REMOVED

7.11 Approve policy for use of programmable message boards and to authorize the Mayor to sign all related documents (Public Works).

Purpose: To approve a written policy to govern the use of the programmable message boards and authorize the Mayor to sign all related documents. (Public Works)

Background: The Street Division purchased three used programmable message board signs from the Kentucky Department of Transportation for use when temporarily directing traffic, providing emergency information, or for driver notification.

Occasionally there are requests from local entities to have the signs set up with a requested message. This policy has been developed to consistently respond to requests to use the signage.

Financial Analysis: There are no additional funds necessary for this policy.

Recommendation: Approval

Attachments

Professional Services Agreement

Contact Person:

Name: Tom Bradley, PE

Title: Director

Department: Public Works

Phone: 502/875-8500

Email: tbradley@frankfort.ky.gov

7.12 To authorize the Mayor to sign the Contract and Lease Agreement between the Commonwealth of Kentucky and the City of Frankfort and all related documents (Fire Department).

Purpose: To authorize the Mayor to sign the Contract and Lease Agreement between the Commonwealth of Kentucky and the City of Frankfort and all related documents.

Background: On September 9, 1975, the City, the Commonwealth of Kentucky (Commonwealth) and Fiscal Court of Franklin County (County) entered into a Contract and Lease whereby the City and the County leased, for a period of 99 years, real property for the purpose of erecting and maintaining a joint City-County fire station. The leased property, which has been used as a fire station since that time, is located on US 60 in close proximity to the Capital City Airport. The County has terminated its participation in the Contract and Lease because it constructed its new fire station on Darby Shire Circle. The attached Contract and Lease Agreement between the City and the Commonwealth deletes all references to the County so that only the City and the Commonwealth are parties to same. Other than deleting the County from the Lease, the remaining terms of the lease remain in full force and effect, and the City will be able to continue to operate its fire station at the subject location.

Financial Analysis: There should be no financial impact to the City, as the City will not make any payments to the Commonwealth under the Contract and Lease Agreement. The City will maintain its fire station at the subject location.

Recommendation: Approval

Attachment:

Contract & Lease Agreement

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire Department
Phone: 502/875-8556

Email: <u>eslone@frankfort.ky.gov</u>

7.13 To grant permission for the Fire Department to apply for the Assistance to Firefighters Grant (AFG) and authorize the Mayor to sign all related documents (Fire)

Purpose: To grant permission for the Fire Department to apply for the Assistance to Firefighters Grant (AFG) and authorize the Mayor to sign all related documents.

Background: The Fire Department will apply for stretcher lift assist devices for the ambulances. Other services that have implemented the equipment have seen an approximately 50% reduction in the number of back injuries associated with patient lifts.

Financial Analysis: Seven (7) units will be requested at the cost of \$126,000. The grant will require a 10% match. Funds are available in account 100-41-56550 for the matching funds.

Recommendation: Approval

Attachments: None

Contact Person:

Name: Eddie Slone Title: Fire Chief Pepartment: Fire

Phone: 502/875-8511

Email: eslone@frankfort.ky.gov

7.14 To authorize the Mayor to sign the Memorandum of Agreement between the City of Frankfort and the Capital Community Economic Industrial Development Authority, Inc., d/b/a/ Kentucky Capital Development Corporation (%CDC+) to implement an economic development project (%Project+) in the City of Frankfort that would provide enhanced internet access to adults and students located within the City boundaries, and all related documents.

Purpose: To authorize the Mayor to sign the Memorandum of Agreement between the City of Frankfort and the Capital Community Economic Industrial Development Authority, Inc., d/b/a/ Kentucky Capital Development Corporation (%CDC+) to implement an economic development project (%Project+) in the City of Frankfort that would provide enhanced internet access to adults and students located within the City boundaries, and all related documents.

Background: The City of Frankfort has engaged in discussions with the Frankfort Independent School System and KCDC concerning the implementation of an economic development project within the City limits. The economic development project would require the payment by the City to KCDC in the amount of \$200,000 in order to complete the following items:

- 1) Purchase and construction of wireless kiosks in Bellepoint, South Frankfort (Kings Center area) and in the Walter Todd area. Approximately six (6) kiosks would be installed at a price of \$10,000 per kiosk, for a total of \$60,000. Additional kiosks may be installed in other areas of the City in the future. These kiosks could be used by adults and students in these areas.
- 2) Purchase and implementation of wireless and technology upgrades at Frankfort High School, Second Street School, the Early Learning Academy, and at the Rosenwald Empowerment Preparatory Academy. The price of this work is estimated to be \$80,000, and these upgrades would enhance the use of the above-described kiosks.
- 3) Communication/Marketing/Branding for the City of Frankfort and institutions within the City. The cost of this work is estimated to be \$60,000.

The City further will provide the administrative and other assistance needed to successfully complete and monitor the Project, including but not limited to assistance in the preparation of bid documents, awarding the bids, and monitoring the effectiveness of the project.

Financial Analysis: There would be an immediate financial impact to the City in the amount of \$200,000. The intent is for this payment to result in enhanced economic development in the City of Frankfort.

Recommendation: Approval

Attachment:

MOA

FIS & City Partnership Information

Contact Person:

Name: Rob Moore City Solicitor

Department: Legal

 Phone:
 502/209-1218

 Email:
 rmoore@stites.com

7.15 Authorization for the Mayor to sign a Memorandum of Agreement with the Kentucky State Police Narcotics Task Force and any related documents (Police).

Purpose: Frankfort Police (FPD) has been approached by the Kentucky State Police (KSP) to enter into a Memorandum of Agreement (MOA) to assign a FPD narcotics detective to the Kentucky State Police Narcotics Task Force. The assigned detective will be expected to work narcotics cases in

Frankfort/Franklin County on behalf of the Kentucky State Police. Rarely, the detective may be requested to assist in other jurisdictions within the state at the direction of the Commander of the KSP Task Force. The City of Frankfort will receive salary offset for the assigned detective. Also, monies needed to develop Frankfort/Franklin County cases involving illegal drugs will be provided by KSP.

Background: The Kentucky State Police Drug Enforcement Special Investigations (DESI) West-Section is in need of a dedicated task force representative for Frankfort/ Franklin County. Chief Abrams was approached by the Commander of DESI West to assign a narcotics investigator to the task force. This detectives primary responsibilities will be to investigate illegal narcotics in Frankfort/Franklin County. The City will receive salary offset from KSP in addition to narcotics & wy+money for the development of cases.

Financial Analysis: The City of Frankfort will receive \$23,000.00 annually to offset the salary of the task force officer. Also, all cases developed by the task force officer will be funded by the KSP.

Recommendation: Approval

Attachments:

Kentucky State Police Task Force Agreement.

Contact Person:

Name: Jeff Abrams
Title: Chief
Department: Police

Phone: 502/352-2042

Email: <u>jabrams@frankfort.ky.gov</u>

7.16 Approval of an amended Structural Engineer professional service agreement with Brown & Kubican PSC and to authorize the City Manager to sign a Purchase Order (Planning Department).

Purpose: To approve an amended professional service agreement for adding structural engineer testimony and any additional inspections relating to ligation for 104 Bridge Street; and authorize the City Manager to sign a purchase order for such services.

Background: The city has utilized Brown & Kubican PSC structural engineers for the determination of imminent danger status for the building at 104 Bridge Street at a cost of \$2,000. Now that litigation has started relating to the structural report, staff requested the firm to provide an amended scope of work and are asking to approve the amendment to the scope of work to now include hourly rates and a not to exceed rate relating to the litigation/expert testimony on behalf of the city.

Financial Analysis: All services conducted under this amended contract will be paid by the Planning Departments account 100-70-53265 (which currently has \$1,500 allocated for miscellaneous legal fees). **Amounts over \$1,500 will need to be reflected within a future budget amendment.**

Recommendation: Approval

Attachments:

Amended scope of services dated September 29, 2016

Contact Person:

Name: Gary Muller Title: Director

Department: Planning and Building Codes

Phone: 502/875-8500

Email: gmuller@frankfort.ky.gov

7.17 Approval of lowest bid for demolition of five (5) condemned structures and rubbish removal at 804 First Ave., 158 Gayle St., 728 Kentucky Ave., 109 Maple St., 242 Wright St. and to authorize the Mayor to signed the Memorandum of Agreement and any related documents (Planning Department).

Purpose: Approval of lowest bid for demolition of a condemned structures and rubbish removal at 804 First Ave., 158 Gayle St., 728 Kentucky Ave., 109 Maple St., 242 Wright St. and to execute the memorandum of agreements with John Fehsal Jr. for the demolition and debris removal.

Background: In accordance with the Property Nuisance Code, Section 109.1, the City ordered the property owners of **804 First Ave.**, **158 Gayle St.**, **728 Kentucky Ave.**, **109 Maple St.**, **242 Wright St.** to repair or raze the condemned building; the Nuisance Code Hearing Board found the owner in violation and issued a fine on July 26, 2016 and is scheduled to issue a second fine in September 2016. The property was properly noticed in accordance with the Nuisance Code. The properties have been previously posted as condemned-unfit for occupancy. The properties have also been determined as urban abandoned property and were issues a triple property tax this year.

Quotes were received as follows:

 John Fehsal, Jr.:
 \$ 41,850

 CC Moore Co.:
 \$ 50,500

 Karsner Const.
 \$ 107,500

Financial Analysis: Funding for the demolition of these properties will be from the Planning Department account number 100-70-53295.

Attachments:

Memorandum of Agreement.

Recommendation: Approval

Contact Persons:

Name: Gary Muller Robert Engle

Title: Planning and Building Codes Director Code Enforcement Supervisor

 Department:
 Planning
 Planning

 Phone:
 502/352-2100
 502/352-2099

Email: gmuller@frankfort.ky.gov rengle@frankfort.ky.gov

7.18 To approve a professional service agreement with Cultural Resources Analysis Inc.to update the historic regulations process and the specific guidelines for the Central Business Historic (CB) properties and to authorize the City Manager to sign a Purchase Order (Planning Department).

Purpose: To offer a Consultant Agreement to Cultural Resources Analysis Inc. for the update of the historic regulations process and the specific guidelines for Central Business (CB) local historic zoning district properties and to authorize the City Manager to sign a Purchase Order.

Background: The City of Frankfort accepted a Federal Survey and Planning Funds -Certified Local Government (CLG) - Grant in 2014 to update the historic regulations for the Special Historic district area. This project received final approval by adopting the ordinance on September 26, 2016.

The city last year applied for a new CLG grant for professional fees to update the Central Business District. Unfortunately, this application was not approved.

Staff, Heritage Council and others were pleased with the work performed by the consultant for the Special Historic District guidelines. Therefore, staff negotiated with Cultural Resources Analysis Inc. who has agreed to the scope of work below.

The scope of work for the project includes:

- The photography, drawings, guideline narratives, and a complete layout of a draft equivalent to the first draft provided for the SH district (adopted 9-26-16)
- Attending one meeting requiring an additional trip to Frankfort and a full revised draft following that meeting for a total of \$7,985.

Financial Analysis: The funds of \$7,500, which is \$485.00 short the service costs, are currently identified as a grant match for the update of the design guidelines for the CB district within the Planning and Building Codes Department Professional Fees Account (100.70.53265). The difference will be easily covered without the need of a budget amendment.

Recommendation: Approval

Attachment:

Map

Contact Person:

Name: Gary Muller Planning Director

Email gmuller@frankfort.ky.gov

7.19 A request to approve sites for Brownfield Assessments utilizing Brownfield grant funds and designating the Mayor to execute all documents pertaining to the Brownfield Assessment grant (Grants).

Purpose: To approve sites for Brownfield Assessments utilizing Brownfield grant funds.

Background: The City was awarded Brownfield Assessment funds in the amount of \$400,000.00 in 2014. The Brownfield Advisory Committee has received requests for assessments related to property owned by KSU (the Old Federal Building and a steam plant), as well as property located at 1228 U.S. 127 South, and would like the Commissions approval to move forward with these assessments.

Financial Analysis: The grant does not require a match in the form of cash or in-kind services. These assessments should have no additional impact on the budget.

Recommendation: Approval

Attachment: None

Contact Persons:

Name:Rebecca HallWilliam ScalfTitle:Grants ManagerSewer DirectorDepartment:City ManagerSewer DepartmentPhone:502/875-8500502/875-2448

Email: Rhall@frankfort.ky.gov wscalf@frankfort.ky.gov

7.20 To authorize the Mayor to sign a contract and any related documents between the City of Frankfort and Kronos to provide a timekeeping and payroll system (Human Resources).

Purpose: To authorize the Mayor to sign a contract and any related documents between Kronos and the City of Frankfort to provide a new timekeeping and payroll system.

Background: The payroll system the City uses is approximately 20 years old. While the vendor is offering support, it is considered a legacy product that the vendor is no longer putting resources toward. The timekeeping system is a separate system from the payroll system, resulting in duplication of entry in both systems. Furthermore, the timekeeping system has functional limitations that have prevented all departments within the City from using it. Moving to an updated payroll and timekeeping system will allow

the City to eliminate dual entries, automate manual processes and calculations, sync accruals between both systems, and capture electronic time records for all employees to reduce keying and processing time.

Financial Analysis: Annual software cost increase of approximately \$6,000 plus one time implementation fee of \$9,000 and purchase of timeclock hardware of \$19,500.

Recommendation: Approval

Attachment:

Cost Proposal

• Contract (To be provided)

Contact Person

Name: Kathy Fields Title: HR Director

Department: City Manager/Human Resources

Phone: 502/875-8500

Email: kfields@frankfort.ky.gov

7.21 To authorize the Mayor to sign a Vision Insurance renewal between Anthem and the City of Frankfort and any related documents (Human Resources).

Purpose: To authorize the Mayor to sign a Vision Insurance renewal and any related documents between Anthem and the City of Frankfort for continued vision benefits in 2017.

Background: Anthem Insurance currently provides vision insurance for City of Frankfort employees. This is a benefit that is fully paid by the City. In order to continue the benefit, Anthem asks that the City renew the coverage with them for 2017. There is no increase to vision rates for 2017. The annual cost to the City is approximately \$35,000.

Recommendation: Approval

Financial Analysis: No cost increase.

Attachment:

Vision Insurance Renewal

Contact Person

Name: Kathy Fields Title: HR Director

Department: City Manager/Human Resources

Phone: 502/875-8500

Email: kfields@frankfort.ky.gov

7.22 To declare old pipe stored on the Public Works lot as surplus and approve transferring the pipe to Anderson County and authorize the Mayor to sign all related documents (Public Works).

Purpose: To declare old pipe stored on the Public Works lot as surplus and approve transferring the pipe to Anderson County and authorize the Mayor to sign all related documents.

Background: There are stacks of large diameter bituminous coated corrugated metal pipe that have been stored on the Public Works lot for over twenty years. The coating on this pipe is coming off and the metal is beginning to rust in some cases. This pipe, especially at the age and length of exposure to the elements, would not be pipe that Public Works will use in any future projects. The pipe, if declared surplus, could be sold at auction or it could be sold or donated to another municipality or government. The Streets Superintendent contacted Franklin County and the neighboring Cities and Counties to see if any of them were interested in the pipe. The only response was from Anderson County who indicated to him that they would be interested.

The following pipe is all low overhead corrugated metal all in 20 ft. length

240 If of 24+

40 If of 48+

100 lf of 21+

240 If of 34+

500 If of 24+

320 If of 50+

20 If of 71+

The following pipe is round pipe corrugated metal all in 20 ft. length

20 If of 56+

100 If of 40+

140 If of 30+

580 If of 24+

320 If of 18+

Financial Analysis: Donating the pipe to Anderson County (on the condition they haul it away) would save the City the cost of disposing of the pipe. This pipe may have some value to area farmers but would likely be needed to be auctioned and sold in a split lot.

Recommendation: Approval

Attachment:

Pictures of pipe

Contact Person:

Name: Tom Bradley, PE

Title: Director

Department: Public Works

Phone: 502/875-8500

Email: tbradley@frankfort.ky.gov

7.23 To authorize the Mayor to sign the Assignment of the Lease between the City of Frankfort and Capitol View Development, LLC.

Purpose: To authorize the Mayor to sign the Assignment of the Lease between the City of Frankfort and Capitol View Development, LLC.

Background: In 2007, the City leased to Capitol View Development, LLC (Capitol View) the property generally known as Blantons Landing for use as a parking lot for the PlanGraphics, Inc., building owned by Capitol View (see attached lease). Capitol View has the right to lease the property through December 31, 2022. The lease payments are \$6,000 per year through December 31, 2017, and \$7,000 per year until December 31, 2022. Capitol View has been making the lease payments even though the buildings use has been minimal.

Capitol View has entered into an agreement to sell the PlanGraphics building to Frank Haydon, and the sale is contingent upon the assignment of Capitol Views rights under the lease to Mr. Haydon. Accordingly, Capitol View has requested the City to approve the assignment of the subject lease to Mr. Haydon. The closing is scheduled to take place on or before October 31, 2016.

Financial Analysis: The City will receive the amount of \$6,000 per year through December 31, 2017, and then the amount of \$7,000 per year through December 31, 2022.

Recommendation: Approval

Attachment:

Copy of lease

Contact Person:

Name: Rob Moore
Title: City Solicitor
Department: Legal

Phone: 502/209-1218
Email: rmoore@stites.com

7.24	Personnel	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Appointment	Tyler Owens	Police	10/18/16	Patrol Officer I
	Appointment	Jason Gannone	Police	10/18/16	Patrol Officer I
	Promotion	Christian Wilkins	Parks and Rec	10/11/16	Parks/Golf Maintenance Specialist
	Resignation	James Ebert	Police	10/06/16	Police Lieutenant (authorize payment of accrued leave)
	Retirement	Glenn Mathews	City Manager	10/31/16	Payroll Specialist (authorize payment of accrued leave)

Attachments:

- Retirement Letter . Glenn Mathews
- Retirement Letter . James Ebert

Contact Person:

Name: Kathy Fields
Title: H/R Director
Department: City Manager
Phone: 502/875-8500

Email: kfields@frankfort.ky.gov

- 8. BOARD APPOINTMENTS NONE
- 9. OLD BUSINESS
- 9.1 FPB/TANGLEWOOD CLARIFICATION
- 10. NEW BUSINESS
- 11. ADJOURNMENT